LABORATORY ASSISTING, 51.0800.3	
STANDARD 1.0—ASSESS THE VARIETY OF CAREERS IN THE LABORATORY	
1.1	Examine the careers in the clinical laboratory environment
1.2	Explain required training and education, certification
1.3	Analyze the scope of responsibilities of each career
STANDARD 2.0—MAINTAIN STANDARDS IN THE LABORATORY	
2.1	Apply the responsibilities and scope of practice of the laboratory assistant and other laboratory personnel
2.2	Relate the laboratory code of conduct to practices in the laboratory
2.3	Adhere to Clinical Laboratory Improvement Amendment (CLIA) regulations and their impact on laboratory functions and procedures
2.4	Demonstrate knowledge of Occupational Safety and Health Administration (OSHA) regulations and standard precautions as applied to the laboratory
2.5	Demonstrate safe use of laboratory equipment and materials
STANDARD 3.0—DEMONSTRATE PROPER APPLICATION OF ASEPTIC TECHNIQUES IN THE LABORATORY	
3.1	Demonstrate knowledge of communicable disease and blood borne pathogens
3.2	Use sterilization and disinfection techniques
3.3	Select and use personal protective equipment in the laboratory
3.4	Use aseptic techniques for proper hand washing, gloving and disposal of supplies and disposable equipment in the laboratory
3.5	Demonstrate the procedure for disposal of biohazardous materials
3.3.6	Describe procedures for cleaning laboratory spills
3.7	Use safe and proper procedures for specimen collection, transport media, testing and storage of specimens
STANDARD 4.0—CONDUCT THE PHLEBOTOMY PROCEDURE IN A LABORATORY SETTING	
4.1	Explain the legal scope of practice and laws and regulations related to laboratory personnel, phlebotomy and point of care testing
4.2	Read and use laboratory testing basic terms, abbreviations and codes
4.3	Read physician orders/laboratory requisitions to determine specimen requirements
4.4	Follow written facility testing procedures

These technical knowledge and skill standards were validated by a Skill Standards Validation Committee on August 14, 2007, and used in the adaptation, adoption, and development of test items for pilot testing in Spring 2008.

4.5	Demonstrate the proper method of patient identification
4.6	Explain the process to the patient being sensitive to cultural and religious factors
4.7	Provide a comfortable and safe environment
4.8	Handle the phlebotomy equipment appropriately
4.9	Select the appropriate tube for the proper test
4.10	Demonstrate knowledge of the anatomy and physiology of the hand and arm
STANDARD 5.0—APPLY PROCEDURES RELATED TO SELECTED SPECIMEN COLLECTION	
5.1	Demonstrate the proper method of patient identification
5.2	Demonstrate knowledge of basic physiology of the circulatory and urinary systems
5.3	Describe procedures for testing urine, blood, occult blood, and capillary glucose
5.4	Explain laboratory terms and reference values for selected specimens
5.5	Read physician orders/laboratory requisitions to determine specimen requirements
5.6	Follow written facility testing procedures
5.7	Choose equipment and supplies for selected specimens
5.8	Conduct selected specimens in a laboratory setting
5.9	Use protocol, label, transport, and store selected specimens
5.10	Report results per protocol using appropriate documentation
5.11	Identify results that are STAT
5.12	Explain STAT reporting protocols
STANDARD 6.0—ENSURE APPROPRIATE LABORATORY DOCUMENTATION AND QUALITY CONTROL	
6.1	Demonstrate knowledge of a variety of laboratory documents for reporting test results
6..2	Record results either manually or using a computer system
6.3	Notify specific laboratory personnel when warranted for patient condition, critical values, or difficulty with procedure
6.4	Explain quality control checks on instruments
6.5	Apply quality improvement techniques to laboratory activities as defined by the facility, department and profession

STANDARD 7.0—MAINTAIN LABORATORY INVENTORY AND ENVIRONMENT	
7.1	Describe the proper storage of laboratory supplies and equipment
7.2	Check for adequate inventory of laboratory supplies and equipment
7.3	Receive and catalog incoming supplies
7.4	Use proper protocol for ordering needed laboratory supplies and equipment
7.5	Clean and maintain work areas and equipment
STANDARD 8.0—DEMONSTRATE ACTIVITIES THAT REFLECT CURRENCY IN THE PRACTICE	
8.1	Use resources common in the field to stay current with advances in laboratory practice
8.2	Assess the benefits of active involvement in local, state, and national associations and organizations
STANDARD 9.0—USE STANDARD PRECAUTIONS AND SAFETY MEASURES	
9.1	Demonstrate knowledge and use of standard precaution guidelines
9.2	Apply infection control standards
9.3	Demonstrate knowledge of isolation and use isolation procedures
9.4	Wash hands when performing procedures
9.5	Put on and remove gloves according to standards
9.6	Use personal protective equipment (PPE)
9.7	Handle sterile and non-sterile items according to standards and procedures
9.8	Comply with hazardous labeling requirements and safety signs, symbols, and labels
9.9	Handle and dispose of contaminated and hazardous items according to standards and procedures
9.10	Use fire/chemical safety protocols
9.11	Adhere to the evacuation plan per protocol
9.12	Maintain a safe and clean work area
9.13	Use equipment according to manufacturer's guidelines
9.14	Employ quality measures when handling and maintaining equipment and materials
9.15	Report unsafe conditions for self and others

9.16	Demonstrate and use proper body mechanics and lifting techniques
STANDARD 10.0—PROCESSING SPECIMENS	
10.1	Determine specimen acceptability - patient preparation - type of specimen - collection - handling and storage of specimen - presence of interfering substances
10.2	Prepare for a test run - sample and reagent preparation - use of standards and controls - instrument calibration - performance and maintenance checks - malfunction identification and troubleshooting
10.3	Perform analytical procedures recognizing method and instrument limitations - prepare and verify manual and/or computer calculations - prepare and read data from a calibration curve - recognize appropriate linearity range and take appropriate action
10.4	Perform quality control procedures - Westgard-Sheuhart rules - trends and shifts - moving averages - documentation and corrective action
STANDARD 11.0—CONDUCT URINALYSIS	
11.1	Prepare for testing - instrument set-up, calibration, and maintenance - evaluate reagent/dipstick acceptability - specimen collection, handling, and storage - quality control procedures
11.2	Perform macroscopic examination of urine - physical and chemical tests - identify normal/abnormal values - recognize interfacing substances - confirm or correct using alternative methods - define method limitation(s)
11.3	Perform confirmatory tests
STANDARD 12.0—APPLY PRINCIPLES OF HEMATOLOGY	
12.1	Determine specimen acceptability - collection, handling, and storage of specimen - evaluate type & age of specimen, additive, ratio of blood additive - proper labeling - check for clots
12.2	Prepare specimen for analysis - sample and reagents preparation - use of standards and controls - instrument calibration - performance and maintenance checks - malfunction identification and troubleshooting
12.3	Prepare acceptable blood films - peripheral (size/width thickness, feather edge straight and free of streaks, homogeneity, and labeling) - bone marrow (coverslip preparation)
12.4	Properly stain blood films - Wright's stain - special stains (iron and controls, retic)

12.5	Perform erythrocyte sedimentation rates - Wintrobe, Westergren, or their modifications
STANDARD 13.0—APPLY PRINCIPLES OF COAGULATION AND HEMOSTASIS	
13.1	Determine specimen acceptability - collection techniques - transport conditions - time, temperature, handling, and storage - additive present - blood to anticoagulant ratio, depending upon patient hematocrit - checking for clots or hemolysis
13.2	Prepare specimen for analysis - centrifuge and maintain specimen acceptability relative to time, temperature, and pH
13.3	Prepare for a test run - sample and reagent preparation - use of standards and controls - instrument calibration - performance and maintenance checks - malfunction identification and troubleshooting
13.4	Perform bleeding time - platelet count - patient information (drugs; ASA count)
STANDARD 14.0—ISSUE BLOOD AND BLOOD PRODUCTS	
14.1	Maintain adequate supply of blood and blood products
14.2	Issue blood and blood products
14.3	Receive unused or returned blood components
STANDARD 15.0—APPLY PRINCIPLES OF IMMUNOLOGY	
15.1	Determine specimen acceptability - patient preparation - type of specimen - collection - handling and storage of specimen - presence of interfering substances
15.2	Prepare for a test run - sample and reagent preparation - use of standards and controls - calibrate instruments or apparatus - perform maintenance checks - malfunction identification and troubleshooting
15.3	Perform immunological assays
15.4	Interpret and report results - identify questionable/contradictory results - correlate laboratory data with normal/abnormal physiological conditions/situations
15.5	Perform and evaluate quality control procedures related to each task and document corrective action
STANDARD 16.0—APPLY PRINCIPLES OF MICROBIOLOGY	
16.1	Determine specimen acceptability - patient preparation - type of specimen - collection - handling and storage of specimen - presence of interfering substances

16.2	Prepare smears and stains - sample and reagent/stain preparation
16.3	Inoculate media - sample and media preparation
16.4	Incubate media - temperature requirements - prepare incubator - maintenance checks
16.5	Interpret and report results - identify questionable/contradictory results - correlate laboratory data with normal/abnormal physiological conditions/situations
16.6	Perform and evaluate quality control procedures related to each task and document corrective action
STANDARD 17.0—MAINTAIN LABORATORY PRACTICE	
17.1	Follow safety procedures - conform to guidelines for safety - report unsafe conditions
17.2	Comply with laws, regulations, and guidelines; federal, state, and local (CMS, CDC, OSHA, EEOC, CLIA, OPA, etc.)
17.3	Comply with voluntary accrediting and inspection agency requirements (CAP, Joint Commission, AABB, etc.)
17.4	Communicate/coordinate laboratory services/needs to physician, institution, suppliers, and client - confirm results with health care team
17.5	Perform quality assessment and quality improvement activities
17.6	Utilize information management system - record and retrieve laboratory data from work produced on site and from reference laboratories
17.7	Prepare and label reagents
17.8	Store stock and working reagents properly
17.9	Operate and perform preventive maintenance on instruments and equipment - recognize equipment malfunctions and notify appropriate supervisory personnel
17.10	Calibrate and monitor instruments
17.11	Train new laboratory assistants - demonstrate technical laboratory skills to students and new employees
17.12	Communicate test results, reference ranges and specimen requirements to authorized sources
17.13	Recognize the existence of procedural and technical problems and take corrective action according to predetermined criteria
17.14	Report results
STANDARD 18.0—COLLECT AND HANDLE SPECIMENS	
18.1	Identify and perform specimen collection procedures - venous blood - capillary blood - blood cultures - throat cultures, etc

18.2	Instruct patients/health care providers in the proper procedure for the collection of semen, urine, feces, and other body fluids
18.3	Evaluate acceptability of specimens
18.4	Perform processing and preanalytic preparation of specimens (centrifuge, separate, aliquot, and label, etc)
18.5	Store specimens appropriately (time, temperature, light, packaging, and transport off-site, etc.)
18.6	Follow chain-of-custody procedures
18.7	Follow Standard Precaution and Body Substance Isolation
STANDARD 19.0—PERFORM LEGAL AND ETHICAL BEHAVIORS	
19.1	Recognize liability associated with the practice of laboratory assisting - risk management - patient refusal, etc
19.2	Comply with American Medical Association (AMA) and American Hospital Association (AHA) Patients' Bill of Rights
19.3	Protect patient confidentiality and follow HIPAA guidelines
19.4	Function within the facility's scope of practice
STANDARD 20.0—REPORTING TEST RESULTS	
20.1	Identify and analyze reference values
20.2	Correlate laboratory results with patient information
20.3	Identify questionable/contradictory results and correlate laboratory data with normal/abnormal physiological conditions/situations
20.4	Recognize abnormal results and refer them to designated supervisor personnel